


# Memo

**To:** Board of Managers  
**From:** Michael Younes, Director of Municipal Operations   
**CC:** Shana R. Davis-Cook, Village Manager  
**Date:** 5/5/2014  
**Re:** Purchase Authorization – General Government (Administration) Vehicle Replacement

---

## **Background**

Included in the FY2015 Capital Improvements Program (CIP) budget is the replacement of the general government (administrative use) vehicle. This vehicle is used by all general government staff, including the Director of Municipal Operations and Permitting and Code Enforcement Coordinator, for travel to and from meetings, code enforcement patrols, capital projects supervision and meeting/event preparations. The current administrative vehicle is a SUV. This vehicle has also now been outfitted and commissioned as an alternate Police response vehicle when the police department does not have use of its full fleet.

Since this vehicle is used in the supervision of the Village's *SafeSpeed* capital projects as well as being a spare first responder vehicle a certain percentage of the costs would be eligible to be paid out of the *SafeSpeed* revenues.

Since this current administrative vehicle has been commissioned for use by the Police Department, the vehicle has seen an increase in wear and tear and associated mechanical issues. The current odometer reading on the 2003 Dodge Durango is 57,313 miles.

## **Replacement AWD Utility Vehicle**

The proposed replacement is an exact match to the new police cruisers recently purchased, just one model year newer (2015 Ford AWD Utility Vehicle). The Village Manager and I agree that this is a good replacement option to ensure compatibility with required police emergency equipment, to provide ample cargo space to transport supplies for Village events and activities, and to support capital projects. An exact match would also insure that ongoing maintenance is streamlined through the Montgomery County maintenance garage.

Below is a breakdown of the cost for the new utility vehicle:

\$26,892	Invoice amount for the 2015 Ford AWD Utility Vehicle
4,556	Cost to transfer and install police emergency equipment
<b>\$31,448</b>	<b>Sub Total</b>
-2,700	Trade-in Value on Current 4WD Utility Vehicle
<b>\$28,748</b>	<b>Total Authorized Cost</b>

Based on the above pricing the replacement cost will be \$11,252 under the \$40,000 amount budgeted in FY15 CIP.

#### **Green Procurement and Operational Plan Compliance**

In accordance with the "Guidelines on Green Procurement and Greening the Fleet of Vehicles for Chevy Chase Village" the Village has looked into procuring a "green" vehicle. However, there are no hybrid utility vehicles currently on the market that are able to handle electrical loads for required police equipment. The proposed replacement utility vehicle is able to use E85 fuel, which contains 85% ethanol rather than the traditional 10%.

The proposed vehicle is requested in accordance with the Chevy Chase Village Operational Plan for Vehicles.

#### **Action Requested**

Board authorization is requested for the purchase of one (1) 2015 Ford AWD Utility Vehicle under Maryland State BPO #001B4400297 in the amount of \$28,748 subject to appropriation of funds as of July 1, 2014.

#### **Attachments**

- CIP Expenditure Detail Sheet
- Maryland State BPO #001B4400297 Information Sheet
- Quote from Hertrich Fleet Services pursuant to BPO#001B4400297

## Expenditure Detail Sheet

### General Government Vehicles

Category	Vehicles	Date Last Modified	February 27, 2014
Department	All Departments	Funding Source	Tax-Based/ <i>SafeSpeed</i>
Zone Location	3	Status	Ongoing

#### EST. EXPENDITURE SCHEDULE (dollars in thousands)

Equipment Type	Total	Est. FY14	Total 6 Years	FY15	FY16	FY17	FY18	FY19	FY20	Beyond 6 Years
Admin Vehicle	40	0	40	40	0	0	0	0	0	0
<b>Total</b>	<b>40</b>	<b>0</b>	<b>40</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### EST. FUNDING SCHEDULE (dollars in thousands)

Tax-Based Revenues	20	0	20	20	0	0	0	0	0	0
<i>SafeSpeed</i> Revenues	20	0	20	17	0	0	0	0	0	0
Grants/Reimbursements	0	0	0	3	0	0	0	0	0	0
<b>Total</b>	<b>40</b>	<b>0</b>	<b>40</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

#### EST. OPERATING BUDGET IMPACT (dollars in thousands)

Labor/Maintenance			-3	0	-1	-1	-1	0	0
Materials/Equipment			-3	0	-1	-1	-1	0	0
<b>Total</b>			<b>-6</b>	<b>0</b>	<b>-2</b>	<b>-2</b>	<b>-2</b>	<b>0</b>	<b>0</b>

#### Description

This vehicle is used by all general government staff, including the Director of Municipal Operations and Permitting and Code Enforcement Coordinator for travel to and from meetings, code enforcement patrols, capital projects supervision and meeting/event preparations. The current administrative vehicle is a SUV. This vehicle has also now been commissioned as an alternate Police response vehicle when the need arises.

Since this vehicle is used in the supervision of the Village's *SafeSpeed* capital projects as well as being a spare first responder vehicle a certain percentage of the costs would be eligible to be paid out of the *SafeSpeed* revenues.

#### Estimated Schedule

This vehicle would be purchased on an as needed basis and as the vehicle's lifespan dictated. The current schedule is to replace this vehicle in FY15. Replacement will be in accordance with the Chevy Chase Village Vehicle Plan.

#### Cost Change

There have been no cost changes.

#### Justification

Replacement will be in accordance with the Chevy Chase Village Vehicle Plan.

#### Coordination

- Board of Managers
- General Government
- Police Department

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

BPO NO: 001B4400297

PRINT DATE: 01/28/14

PAGE: 01

<b>SHIP TO:</b>  AS SPECIFIED ON INDIVIDUAL ORDERS		
<b>VENDOR ID:</b> 1510381749 HERTRICH FLEET SERVICES INC 1123 INDUSTRIAL PKWY  DENTON, MD 21629 (800 ) 698-9825		<b>REFER QUESTIONS TO:</b>  TRUDY M LILLER (410 ) 767-8855 TRUDY.LILLER@DGS.STATE.MD.US
<b>ITB:</b> 001IT819349	<b>EXPR DATE:</b> 12/17/14 <b>POST DATE:</b> 12/18/13	<b>DISCOUNT TERMS:</b> . NET 30 DAY <b>CONTRACT AMOUNT:</b> .00

### TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

MODIFICATION NO 1 THIS MODIFICATION IS TO CORRECT THE DESCRIPTION LINES 0003, 0004 AND 0005. EFFECTIVE 1/27/14

VENDOR CONTACT: RUSS EVANS  
PHONE #: 800-698-9825

=====

STATEWIDE CONTRACT  
FOR  
LAW ENFORCEMENT VEHICLES - MODEL YEAR 2014

=====

CONTRACT TERM: 12/16/2013 - 12/17/2014 (1 YEAR)

CONTRACT PERIOD: ONE (1) YEAR FROM DATE OF AWARD OR UNTIL PRODUCTION IS CUT OFF BY THE MANUFACTURER (WHICHEVER COMES FIRST). SUCCESSFUL VENDOR MUST NOTIFY THE PROCUREMENT OFFICER FOR THE STATE OF MARYLAND, DEPARTMENT OF GENERAL SERVICES REGARDING PRODUCTION CUT-OFF DATES AS SOON AS THE DEALERSHIP IS NOTIFIED BY THE MANUFACTURER.

ALL QUOTATIONS ARE TO BE NET, CASH DISCOUNTS FOR ANY PERIOD WILL NOT BE ALLOWED. PRICES QUOTED SHOULD REFLECT DELIVERY F.O.B. DESTINATION TO ANY POINT WITHIN MARYLAND FOR ALL VEHICLE TYPES. PRICES QUOTED ARE TO BE FIRM FIXED PRICES FOR THE ENTIRE CONTRACT PERIOD.

NO TRADE-INS ARE INVOLVED. CONTRACTOR WILL BE RESPONSIBLE FOR LICENSE TAG TRANSFERS FROM THE STATE VEHICLE BEING REPLACED TO THE

\*\*\* CONTINUED, NEXT PAGE \*\*\*

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

PO NO: 001B4400297

PRINT DATE: 01/28/14

PAGE: 02

TERMS (cont'd):

NEW VEHICLE AT THE POINT OF DELIVERY OR MARYLAND TEMPORARY TAGS  
WHICHEVER IS APPLICABLE.

### PROCESSING FEE

1. CONTRACTOR SHALL PAY A PROCESSING FEE TO THE STATE IN THE AMOUNT OF ONE PERCENT (1%) OF THE TOTAL CONTRACT SALES. THE PROCESSING FEE IS CALCULATED BASED ON ALL SALES TRANSACTED UNDER THE CONTRACT, MINUS ANY RETURNS OR CREDITS. THE PROCESSING FEE SHALL NOT BE CHARGED DIRECTLY TO THE CUSTOMER, E.G., AS A SEPARATE LINE ITEM, FEE OR SURCHARGE, BUT SHALL BE INCLUDED IN THE CONTRACT'S UNIT PRICES.
2. THE PROCESSING FEE SHALL BE SUBMITTED TO THE DEPARTMENT OF GENERAL SERVICES, FISCAL SERVICES DIVISION, 301 W. PRESTON STREET, ROOM 1309, BALTIMORE, MD., 21201, WITHIN TEN (10) CALENDAR DAYS FOLLOWING THE END OF EACH CALENDAR MONTH ALONG WITH A MONTHLY USAGE REPORT DOCUMENTING ALL CONTRACT SALES. AN EXCEL VERSION OF THE MONTHLY USAGE REPORT SHALL ALSO BE EMAILED TO THE PROCUREMENT OFFICER.
3. FAILURE TO REMIT PROCESSING FEES IN A TIMELY MANNER OR REMITTANCE OF FEES INCONSISTENT WITH THE CONTRACT'S REQUIREMENTS MAY RESULT IN THE STATE EXERCISING ALL RECOURSE AVAILABLE UNDER THE CONTRACT INCLUDING, BUT NOT LIMITED TO, A THIRD PARTY AUDIT OF ALL CONTRACT ACTIVITY. SHOULD AN AUDIT BE REQUIRED BY THE STATE, THE CONTRACTOR SHALL REIMBURSE THE STATE FOR ALL COSTS ASSOCIATED WITH THE AUDIT UP TO \$10,000.00 OR ONE (1%) PERCENT OF THE CONTRACT'S ESTIMATED ANNUAL VALUE, WHICHEVER IS HIGHER.

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
0001	07006-310000	EA	21,891.0000

VEHICLE, TYPE 3-1, MSP LAW ENFORCEMENT, SUV

AUTOMOBILE, TYPE 3-1 FLEX FUELED POLICE PATROL VEHICLE (E85) ETHANOL  
PER THE 2014 ST OF MD SPECIFICATIONS.

2014 DODGE CHARGER LDDE48

ADDITION FOR HEATED OUTSIDE MIRRORS: \$60

ADDITION FOR REAR INSIDE DOOR LOCKS AND HANDLES DEACTIVATED: \$25

\*\*\* CONTINUED, NEXT PAGE \*\*\*

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

BPO NO: 001B4400297

PRINT DATE: 01/28/14

PAGE: 03

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
---------------	----------------------	------------	------------------

ADDITION FOR MSP 2 TONE PAINT: \$1050  
ADDITION FOR ALL WHEEL DRIVE (AWD): \$2918 (V-8 ENGINE INCLUDED IN  
PRICE; VEHICLE MUST HAVE V8 FOR AWD)  
ADDITION FOR V-8 ENGINE ONLY: \$1985

ALL OTHER OPTIONS AVAILABLE AT 0% OFF MANUFACTURER'S LIST PRICE.

---

0002	07006-400000	EA	22,934.0000
------	--------------	----	-------------

AUTOMOBILE, TYPE 4, STD LAW ENFORCEMENT

VEHICLE, TYPE 4, STANDARD LAW ENFORCEMENT SEDAN, ALL WHEEL DRIVE  
(AWD) PER 2014 ST OF MD SPECIFICATIONS.

2014 FORD POLICE INTERCEPTOR SEDAN AWD P2M

ADDITION FOR DARK CAR FEATURE: \$20  
ADDITION FOR 4 CYLINDER ECO-BOOST: \$295 (FWD, NON-PURSUIT RATED)  
ADDITION FOR RADIO NOISE SUPPRESSION PACKAGE: \$95

ALL OTHER OPTIONS AVAILABLE AT 0% OFF MANUFACTURER'S LIST PRICE.

---

0003	07006-400000	EA	20,283.0000
------	--------------	----	-------------

VEHICLE, TYPE 4C, FLEX FUELED STANDARD LAW ENFORCEMENT SEDAN (E85)  
ETHANOL PER THE 2014 ST OF MD SPECIFICATIONS.

2014 CHEVROLET IMPALA POLICE 1WS19

ADDITION FOR BODY SIDE MOLDING: \$100  
ADDITION FOR DARK CAR FEATURE: NO CHARGE  
ADDITION FOR LED LEFT HAND SPOTLIGHT: \$515

ALL OTHER OPTIONS AVAILABLE AT 0% OFF MANUFACTURER'S LIST PRICE.

---

0004	07048-09C000	EA	25,132.0000
------	--------------	----	-------------

VEHICLE, TYPE 9P, ALL WHEEL DRIVE MIDSIZE POLICE PURSUIT UTILITY  
VEHICLE PER 2014 ST OF MD SPECIFICATIONS.

\*\*\* CONTINUED, NEXT PAGE \*\*\*

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

PO NO: 001B4400297

PRINT DATE: 01/28/14

PAGE: 04

<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
---------------	----------------------	------------	------------------

2014 FORD POLICE INTERCEPTOR UTILITY AWDK8A

ADDITION FOR DARK CAR FEATURE: \$20

CREDIT FOR SPOTLIGHT DELETE: \$345

THE SPOTLIGHT DELETE IS A CREDIT, NOT ADDITIONAL CHARGE.

ALL OTHER OPTIONS AVAILABLE AT 0% OFF MANUFACTURER'S LIST PRICE.

---

0005	07048-10CP00	EA	28,861.0000
------	--------------	----	-------------

VEHICLE, TYPE 10P, FULL SIZE UTILITY VEHICLE, POLICE PURSUIT  
CERTIFIED PER THE 2014 ST OF MD SPECIFICATIONS.

2015 CHEVROLET TAHOE PPV CC 10706

ADDITION FOR 600 AMPS FOR 2ND BATTERY: \$190

DARK CAR FEATURE: NOT AVAILABLE

ALL OTHER OPTIONS AVAILABLE AT 0% OFF MANUFACTURER'S LIST PRICE.

---

END OF ITEM LIST

---

### ADDITIONAL TERMS AND CONDITIONS:

ONLY THE SPECIFIC MODEL VEHICLES LISTED WILL BE CONSIDERED. NO  
SUBSTITUTES.

COLOR: TO BE ANY SOLID COLOR AS SHOWN IN MANUFACTURER'S COLOR  
SELECTOR ON MODEL BID. WHETHER COLOR IS STANDARD OR OPTIONAL, THE  
COLOR MUST BE PART OF BASE BID.

AT TIME OF DELIVERY FROM DEALER, EACH VEHICLE SHALL CONTAIN A MINIMUM  
OF FIVE (5) GALLONS OF GASOLINE.

TIRES: TIRES RECALLED BY ANY MANUFACTURER WILL NOT BE ACCEPTED. IF A  
MODEL TIRE IS RECALLED BETWEEN CONTRACT AWARD AND VEHICLE DELIVERY, IT  
WILL BE THE RESPONSIBILITY OF THE DEALER TO REPLACE ANY SUCH TIRES  
PRIOR TO DELIVERY OF THE VEHICLE.

VEHICLE MUST BE DELIVERED WITH A CERTIFICATE OF ORIGIN.

THERE IS TO BE NO DEALER IDENTIFICATION ATTACHED TO THE NEW VEHICLE.

\*\*\* CONTINUED, NEXT PAGE \*\*\*

# BLANKET PURCHASE ORDER

## STATE OF MARYLAND

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*

BPO NO: 001B4400297

PRINT DATE: 01/28/14

PAGE: 05

TERMS (cont'd):

VENDOR WILL BE REQUIRED UPON DELIVERY TO SUBMIT A CERTIFICATE SHOWING THAT THE VEHICLE WAS SERVICED IN ACCORDANCE WITH THE MANUFACTURER'S RECOMMENDED NEW MOTOR VEHICLE PREPARATION CHECK SHEET. THIS CERTIFICATION IS TO BE SIGNED BY THE PERSON WHO SERVICED THE VEHICLE, AS WELL AS THE OWNER AND/OR DESIGNATED REPRESENTATIVE OF MANAGEMENT.

### WARRANTY

BASIC: 3 YEARS/36,000 MILES

DRIVETRAIN: 5 YEARS/100,000 MILES

CORROSION: 3 YEARS/36,000 MILES; RUST-THROUGH 6 YEARS/100,000 MILES

ROADSIDE ASSISTANCE: 5 YEARS/100,000 MILES

MAINTENANCE: 2 YEARS/24,000 MILES; 2 YEAR MAINTENANCE PROGRAM

STANDARD AND/OR EXTENDED WARRANTY PAPERS MUST BE GIVEN AT TIME OF VEHICLE DELIVERY.

WARRANTY AND SERVICE IS TO BE HONORED AT MANUFACTURER'S DEALERSHIPS, REGARDLESS OF WHICH DEALER IS THE SUCCESSFUL BIDDER.

QUANTITIES ARE ESTIMATES ONLY AND ARE NOT TO BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE.

ANY REDUCTION OF PRICES DURING THE PERIOD OF THIS CONTRACT SHALL BE PASSED ON TO THE STATE OF MARYLAND.

ALL PRODUCTS USED IN PACKING TO CUSHION AND PROTECT DURING THE SHIPMENT OF COMMODITIES ARE TO BE MADE OF RECYCLED, RECYCLABLE, AND/OR BIODEGRADABLE MATERIALS.

VENDOR MUST INCLUDE THE 9-DIGIT ZIP CODE OF COMPANY ADDRESS ON ALL INVOICES. FAILURE TO DO SO MAY RESULT IN DELAY OF PAYMENT.

USAGE REPORTS: SUCCESSFUL VENDOR(S) MUST PROVIDE USAGE FIGURES FOR ALL VEHICLES PURCHASED AGAINST THIS CONTRACT. INFORMATION MUST INCLUDE ALL POLITICAL SUBDIVISIONS AND NON-PROFIT ORGANIZATIONS. STATISTICS MUST BE CATEGORIZED BY ORDERING ENTITY AND TYPE OF VEHICLE. USAGE REPORTS MUST BE PROVIDED ON A QUARTERLY BASIS. VENDORS WHO ARE DETERMINED TO BE IN DEFAULT OF THIS MANDATORY REPORT REQUIREMENT WILL NOT BE ALLOWED TO BID ON ANY FUTURE REQUIREMENTS. REPORT SHALL BE SENT IN EXCEL FORMAT AND EMAILED TO THE DGS PROCUREMENT OFFICER.

THE MARYLAND DEPARTMENT OF GENERAL SERVICES' "TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000" AND ALL SPECIFICATIONS, TERMS AND CONDITIONS OF ITB #MDDGS31011393 INCORPORATED HEREIN BY REFERENCE.

\*\*\* CONTINUED, NEXT PAGE \*\*\*



**BLANKET PURCHASE ORDER**  
**STATE OF MARYLAND**

\*\*\*\*\* STATE OF MARYLAND \*\*\*\*\*  
SPO NO: 001B4400297 PRINT DATE: 01/28/14

PAGE: 06

TERMS (cont'd):

\*\*\*\*\* LAST PAGE \*\*\*\*\*

AUTHORIZED BY: 

BUYER AUTHORIZED DESIGNEE

DATE: 1/28/14

# HERTRICH FLEET SERVICES, INC

1427 Bay Road Milford, DE 19963

Ford - Chevrolet - Dodge - Jeep  
Lincoln - Honda - Buick - GMC - Toyota - Nissan

(800) 698-9825

(302) 422-3300

Fax: (302) 839-0555

April 1, 2014

Michael W. Younes  
Director of Municipal Operations  
Chevy Chase Village

Dear Mr. Younes,

I am pleased to provide the following quote on a New 2015 Ford Police Interceptor Utility priced per MD BPO #001B4400297 and equipped as follows:

## Marked New Deputy

Vehicle	<b>2015 Ford Police Interceptor Utility K8A AWD</b>	<b>\$25,132</b>
YZ/RW	Oxford White Exterior Color with Black Cloth Front & Vinyl Rear Seats	
51R	Spot Light – Driver's side – LED Unity	Included
	Rear Door Handles/Locks Operable	Included
	Power Window Enabled	Included
60R	Noise Suppression Bonds	Included
17A	Auxiliary Climate Control	\$ 610
61R	Steering Wheel Controls – Configurable	\$ 155
60P	Remote Keyless Entry – FOBS (2)	\$ 255
17T	Cargo Dome	\$ 50
76R	Reverse Sensing	\$ 275
153	Front License Plate	N/C
AFTMKT	Back up Camera – Dealer Installed	\$ 395
	<b>Total</b>	<b>\$26,872</b>

Note: You will receive a 2015 Model for the 2014 Model price. Please contact me with any questions, changes or to place an order. Thank you and I look forward to hearing from you.

Respectfully submitted,  
Chris Wilder